

RULES AND REGULATIONS GOVERNING
RESIDENTS USE
OF THE COMMUNITY CENTER

1. THE COMMUNITY CENTER IS OPEN TO ALL RESIDENTS AT ALL TIMES EXCEPT WHEN BOOKED FOR "PRIVATE" USE.
2. HIERACHY OF USE SHALL BE AS FOLLOWS: REGULAR MONTHLY BOARD OF GOVERNORS MEETINGS; MONTHLY FUNCTION COMMITTEE USE THAT IS BOOKED; REGULAR COMMUNITY ACTIVITIES THAT ARE BOOKED, SUCH AS MAH JONGG, BOOK CLUB, YOGA, POKER, CRAFTS; PRIVATE USE.
3. ALL EVENTS AND USES WILL BE NOTED ON A CALENDAR, A COPY OF WHICH WILL BE POSTED IN THE COMMUNITY CENTER, BOOKINGS ARE ONLY VALID WHEN MADE BY A FUNCTION COORDINATOR.
4. ONLY OWNER RESIDENTS MAY BOOK A PRIVATE PARTY.
5. PRIVATE USE IS SUBJECT TO: AVAILABILITY, A FEE, AND A SIGNED CONTRACT, WHICH MAY CONTAIN ADDITIONAL CONDITIONS.
6. ALL PERSONS USING THE FACILITY SHALL LEAVE SAME IN A CLEAN, UNDAMAGED CONDITION. ANY LOSS OR DAMAGE SHALL BE REPORTED TO THE FUNCTION COORDINATOR.
7. SMOKING, PETS, LOUD MUSIC OR EXCESSIVE NOISE IS NOT PERMITTED.
8. NOTHING SHALL BE DRIVEN INTO, FASTENED ON, OR IN ANY WAY PLACED IN CONTACT WITH THE WALLS, CEILINGS, FLOORS OR OTHER STRUCTURAL AREAS OF THE BUILDING.
9. DECORATIONS SUCH AS BALLOONS, BANNERS, FLOWERS, ETC. SHALL BE REMOVED FOLLOWING USE
10. ALL FURNITURE MUST BE RETURNED TO ITS ORIGINAL LOCATION AND SHALL NOT BE DRAGGED ON THE CARPETING.
11. ALCOHOLIC BEVERAGES MAY BE SERVED BUT NOT SOLD.
12. THE COMMUNITY ASSUMES NO RESPONSIBILITY FOR DAMAGE OR LOSS OF PROPERTY.

RULES AND REGULATIONS GOVERNING
RESIDENTS ‘PRIVATE’ USE OF THE
COMMUNITY CENTER

1. APPLICANT WILL BE HELD RESPONSIBLE FOR ANY LOSS OR DAMAGE TO THE FACILITY, FURNISHINGS AND/OR EQUIPMENT.

2. ANY EXPENSE INCURRED FOR FAILURE TO COMPLY WITH ANY PROVISION OF THESE REGULATIONS WILL BE THE RESPONSIBILITY OF THE APPLICANT.

3. APPLICANT AGREES TO LEAVE THE FACILITY IN AN ORDERLY CONDITION AND THE KITCHEN AREA AS THEY FOUND IT.

4. ALL TRASH IS TO BE SECURELY BUNDLED IN PLASTIC BAGS AND PLACED IN THE WASTE RECEPTACLE.

5. A WALK-THROUGH WILL BE CONDUCTED WITH THE APPLICANT AND A FUNCTION COORDINATOR PRIOR TO USE AND ANY DAMAGE OBSERVED WILL BE NOTED ON THE APPLICATION.

6. A WALK-THROUGH WILL BE CONDUCTED WITH THE APPLICANT AND A FUNCTION COORDINATOR FOLLOWING THE USE AND ANY DAMAGE FOUND WHICH WAS NOT NOTED ON THE APPLICATION WILL BE REPAIRED, REPLACED OR COMPENSATED FOR BY THE APPLICANT.

7. THE COMMUNITY ASSUMES NO RESPONSIBILITY FOR PERSONAL INJURY, OR DAMAGE OR LOSS OF PROPERTY, IN OR ABOUT THE FACILITY, PARKING LOT OR GROUNDS.

8. SMOKING, PETS, LOUD MUSIC OR EXCESSIVE NOISE IS NOT PERMITTED.

9. NOTHING SHALL BE DRIVEN INTO, FASTENED ON, OR IN ANY WAY PLACED IN CONTACT WITH THE WALLS, CEILINGS, FLOORS OR OTHER STRUCTURAL AREAS OF THE BUILDING.

10. DECORATIONS SUCH AS BALLOONS, FLOWERS MUST BE REMOVED FOLLOWING USE.

11. SET UP AND BREAK DOWN OF FACILITY TABLES AND CHAIRS SHALL BE THE RESPONSIBILITY OF THE APPLICANT.
12. FURNITURE IS NOT TO BE DRAGGED ON CARPETING AND MUST BE RETURNED TO ITS ORIGINAL LOCATION.
13. ALCOHOLIC BEVERAGES MAY BE SERVED BUT NOT SOLD.
14. THE CAPACITY FOR THE CENTER IS 100 PEOPLE.
15. EVENT DATE WILL NOT BE GUARANTEED UNTIL A NON-REFUNDABLE CONTRIBUTION OF \$100.00 IS RECEIVED ALONG WITH THE APPLICATION*
Exception: Voted that contributions be waived for residents wishing to use the Community Center for bereavement services. 1/7/06 Unanimous
16. THE CAPACITY FOR PARKING CARS IS 20 SPACES IN FRONT OF THE COMMUNITY CENTER AND 12 SPACES IN THE TWO VISITOR PARKING AREAS ON DEERFIELD ROAD. ON STREET PARKING IS NOT ALLOWED PER ORDER OF THE FIRE DEPARTMENT.
17. RENTER AGREES TO BE RESPONSIBLE FOR ANY EXPENSE INCURRED FOR FAILURE TO COMPLY WITH ANY OF THE PROVISIONS OF THESE REGULATIONS
18. THE APPLICANT SHALL DEFEND, INDEMNIFY AND HOLD THE ASSOCIATION AND ITS BOARD OF GOVERNORS HARMLESS, FROM ALL CLAIMS, ACTIONS, DAMAGES, COSTS, AND REASONABLE ATTORNEYS' FEES INCURRED, ARISING OUT OF APPLICANT'S USE OF THE COMMUNITY CENTER.

I HAVE READ AND AGREE TO COMPLY WITH THESE RULES, REGULATIONS AND CONDITIONS.

Applicant _____ Date _____

Function Coordinator _____ Date _____

*In the event you have to cancel, your application contribution will be refunded provided there was no other applicant interested in the same date reserved for you.

APPLICATION FOR PRIVATE USE OF COMMUNITY CENTER

Event date will not be guaranteed until a contribution of \$100.00* is received along with this application. Please include event date on check and make check payable to THE VILLAGES AT CRANE MEADOW.

Type of Event: _____ Date of Event: _____
Applicant Name: _____ Arrival time: _____
Applicant Address: _____ Departure time: _____
Phone Number: _____ # of Guests Expected _____
Name of Caterer: _____ Phone # _____
(if applicable)

Description of Decorations to be used: _____

I have read and agree to the regulations governing the use of the Community Center.

Signature of Applicant: _____ Date: _____

Signature of Function Coordinator: _____ Date: _____

*In the event you have to cancel, your application contribution will be refunded provided there was no another applicant interested in the same date reserved by you.

INSPECTION

FUNCTION DATE _____

APPLICANT _____

WALK THROUGH PRIOR TO FUNCTION
COMMENTS:

APPLICANT _____ DATE _____
FUNCTION COORDINATOR _____

WALK THROUGH FOLLOWING THE FUNCTION
COMMENTS:

APPLICANT _____ DATE _____
FUNCTION COORDINATOR _____

